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ABSTRACT

Designed to aid the job hunter in making career decisions, this workshop guide is divided into two parts. In part 1, "You Can Get There from Here," five of the fourteen section titles are "You Live Where You Work," "You Are What You Do," "You Are a Success," "What Do You Look for in a Job," and "Chart Your Career." The following are content examples from part 1: (1) in "You Live Where You Work" the workshop participant is urged to choose his work location aided by an exercise and a lifestyle rating chart which are included; and (2) in "You Are a Success," the participant is asked to write down ten successes and to pick out skills involved in those successes. In part 2, "The Job Hunter's Guidebook," five of the ten section titles are "Where Do I Go," "The Employment Application," "The Resume," "The Interview," and "The Organized Job Hunt." Content examples from part 2 are (1) "The Resume," which provides resume rules, suggestions, and samples and also covers letter rules; and (2) "Your Job Hunt Schedule," which contains a job hunt form, job target form, and an interview worksheet. Job information sources, references, and other resources are provided. (CSS)

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YOU CAN GET THERE FROM HERE/ THE JOB HUNTERS' GUIDEBOOK

THIS PROGRAM WAS DEVELOPED BY
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CAREER DECISIONS
What Goes Into Them

1. a) Examining what you already know about your work place
   b) Getting more Information
2. Know what is important to you. (values)
3. a) Know what skills you already have.
   b) What skills you need.
4. a) Find your alternative careers
   b) Develop a plan for each
   c) Assess risks and costs of each
5. Make Decisions

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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These materials were developed under a Part C grant from the Office of Education, Department of Health, Education and Welfare. The ideas and methods used or described herein are those of the project staff and do not necessarily reflect the official position of the Office of Education; HEW; or the Vermont State Department under whose auspices this project was carried out.

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CE 017 903

Sometimes looking for work, especially when you are changing careers, is like stepping into a dense, impenetrable and forbidding jungle. Like a real jungle, many of the dangers are more easily imagined than real and many times it is easier to see the forest than the trees.

Take the tree above for instance. Think of the trunk as your past work history, rising in a single column to the point you are at now (that knothole). Stretching ahead of you are several branches, each having several more branches or directions to choose from.

This book, and the WORKshop program in general, is divided in two sections. In the first part you will look at the trunk of that tree - how your unique personality was formed. You will look at who you are today, not just in terms of yesterday but more importantly, in terms of what you want to be tomorrow and where you will have to branch off to.

The exercises in this book look at such basic parts of choosing your directions as where you want to work and live (the two are closely knit), why you want to work and what you expect a job to give you. You will also look at what you need to turn a job into a career that will make you feel successful. There are over 14,000 jobs available to workers, several dozen of which fit your skills as you read this. The exercises presented here can help you choose from those jobs; help you find out if you need more training for "the" job or if you are now working in the right job for you.

What you find here is no magic formula. You can't sit back and expect this program or this book to do all the work, with you just along for the ride. Think of this book as a guide just as the name says. What you will find here is what to do and help in doing it. How good your results are will depend on the effort you put in and the amount of purpose you have.

A word of caution: Don't try to work ahead in this book. Without the help of the instructor/ counselor and the group exercises you will do at each of the sessions, this book will seem to lead nowhere. Yet each form you fill out, each page you will read will be helping you to understand yourself as a worker and will help you in interviewing, filling out applications and in looking for work in general.

To back up our belief in the exercises, the second part of the book contains instructions on perfecting the "tools" of the effective job seeker- the resume and the interview.

The Job Hunter's Guidebook treats the job search like a safari through the darkest jungle. You will need all the weapons and ammunition you can get to come back with the biggest game of all - the right job.

It really is a safari or a trip on your own; no two persons' will be exactly the same and no on can do it for you. Looking for work is such an individual task that programs and books like this were not around until a few years ago. But things have changed so much since 1950 that something like this was needed. In the past quarter century the work of the job seeker has gotten harder, the jungler has gotten denser. Executives have titles these days that few of us can penetrate to find what they do. Some of them can't describe their jobs. The only workers that are visible to us today are those in stores or public service. The materials in this book will truly help you see the trees (yours and other peoples) and not just the forest.

Follow this book and the group sessions; make some of the principles presented here a part of your life and you will greatly enhance your chances of not only finding a job but of succeeding in that job. If you know your way through the job hunting jungle you surely can get there from here.

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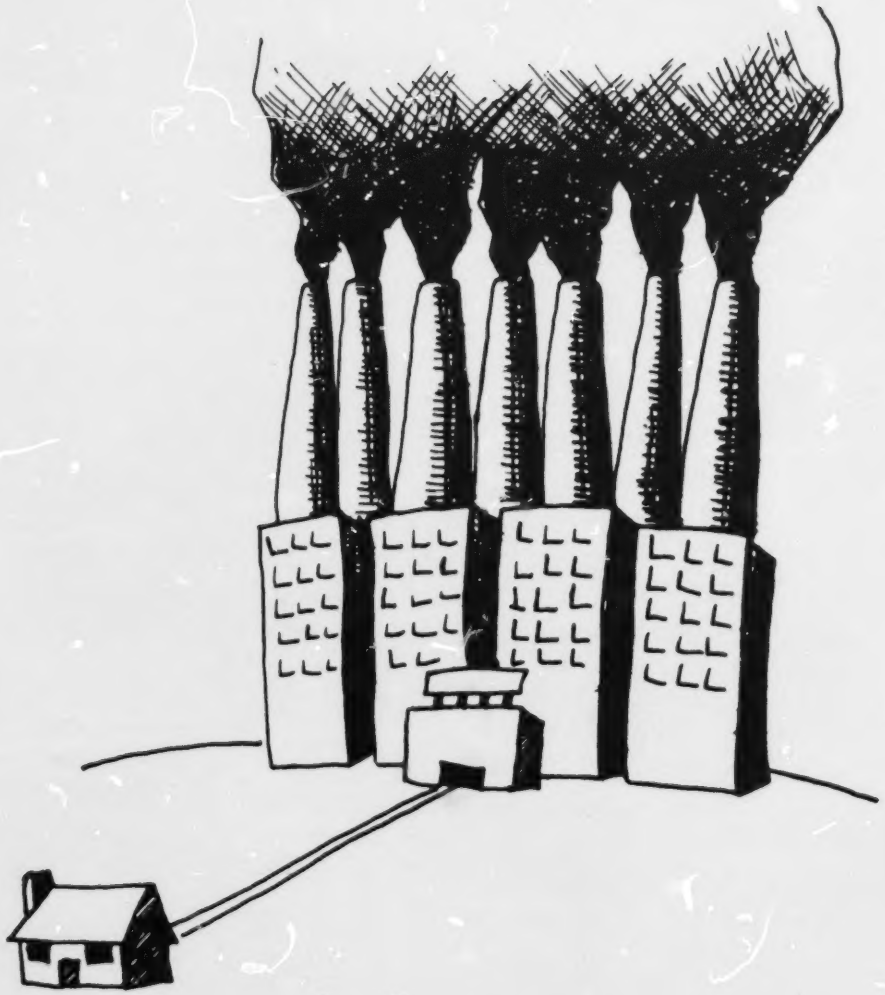


YOU LIVE WHERE YOU WORK
AND
YOU WORK WHERE YOU LIVE

There are definite steps in choosing a career and a job. The first step is one that most persons miss, choosing their location. Usually they look for work where they are living at the time. Why? Because they are there. Most of us figure that it will be easier looking for work, the kind of work we want, where we live. After all, we should know more about this area than we do about another.

But Do We?

As a test, pick the second largest city in your state and the second largest city in another state. What can you tell about the similarities and differences in the two by 1) the population 2) the location 3) the number of roads 4) the listings in the yellow pages 5) calling or writing the chamber of commerce in each 6) calling or writing the local Job Service?

You can tell quite a bit if you follow those six steps. In about a week you could know as much or more about those towns as persons who have lived there all their lives. Do you think someone could do the same thing with your community? How about you?

You Live Where You Work
And
You Work Where You Live

If you don't drive an hour to work and you don't want to, then the statement above is true. Living and working, the two go hand in hand. Living conditions are as important as working conditions.

Where you live dictates who you will be with (neighbors, co-workers) what you can do for yourself (shopping, dining, recreation, entertainment) and where you can work (number of employers). Many people move their families to a new job location without thinking about what everyone is going to do there. Dad doesn't think about what he's going to do after work, what the family will do while he's working and what he'll do if and when he loses this job.

Where you live forms the basic framework of how you will live your life. Sure, there are some non-conformists who take their life style with them. But if they (or you) looked carefully they would probably have to admit that they adapted to their surroundings.

Let's look at what is important to you in where you live.

Below are some lifestyle values. Some you may have no interest in and others you do have an interest in we may have left out, if so write them in at the bottom.

Rate these values from 1 to 4.

1-Not Important at all
2-Not very important
3-Reasonably important
4-Very important

Lifestyles:	Rank:
1. own your own house	
2. live in an apartment	
3. have a summer home	
4. drive a small import car	
5. drive a luxury car	
6. own a boat	
7. belong to many community organizations	
8. live in a large urban area	
9. live in a small town	
10. have new clothes when you want them	
11. have a color TV	
12. take trips to Florida or other vacation spots	
13. able to attend cultural events	
14. have a large family	
15. live close to your parents in the neighborhood you grew up in	
16. have a party or friends over every weekend	
17. large savings account	
Others:	
18.	
19.	
20.	

WHERE DO I GET IT

Now that you know what is important (and not so important) to you, what are you going to look for in the community you live in?

For instance: If you would like to own a boat, would you rather do it in New York City or Burlington?

Or more exactly: If you really liked going to concerts, the theater or a different movie each week would you choose Newport, Vt. or Boston, Mass.?

The following chart shows how to organize your values and what you will look for. In column one you write down your lifestyle values; in the second column you write down what you would look for in the area you want to live.

Now make your own chart using the lifestyles list on the previous page. Then look at a map of the U.S. What place or places does your description suggest to you?

My Lifestyle	I Need
Photography	Scenery
Dining Out	Fine Restaurants
Movies, concerts, plays	a lot of theaters
Not driving a car	Public transportation
Shopping	Large retail selection
Solar heating	sunshine
Skiing, snowmachines	Recreations areas

INFORMATION GIVES YOU POWER

As you saw from looking for a place to live, it is important to get as much information as you can about a decision before you make it. A good car buyer shops around, reads the car or consumer magazines and talks to friends who have the kinds of cars she/he is considering.

Most people don't make the same careful consideration and investigation of what they are going to do with their lives.

"Successful hiring is a combination of matching objectives; of finding the job holder whose objectives-what he wants to do-matches the company's-what they want done."

There are four common mistakes some persons make in deciding.

1. Not knowing alternatives.
   A man doesn't apply for a job because he doesn't know it exists.
2. Not knowing possible outcomes.
   A couple moves to a rural area for the countryside without considering where they are going to work.
3. Misinterpreting the importance of data. (whether it is reliable or true.)
   A man buys a car because the owner, a stranger, says it is in good condition.
   A job-seeker reads occupational information that is outdated.
4. Collecting useless or irrevelant data.
   A car buyer finds out information on a $24,000 car he can't afford.

Have these been your mistakes? Your friends or relatives?

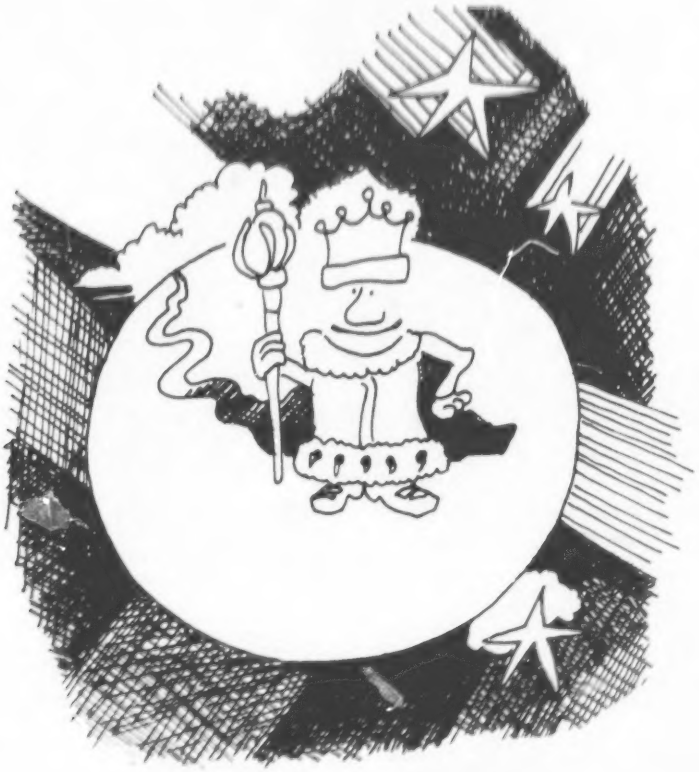
IF I WERE A CARPENTER

Okay, let's face it we all work for the money. That's what puts the food in our mouths. But to be really happy with what we are doing, the job has to give us something else. The construction worker points out buildings he worked on. The salesman likes to travel and meet people.

The truly successful person gets something besides money from his/her job and knows what that something is, that's why he/she chose the job. The chances are that they are so good at their work is because they knew what they wanted from it.

"There are four basic types of jobs; non jobs, dumb jobs, grunt jobs, and growth jobs."

Richard Irish



SUCCESS!

Who in your town do you consider a success. Maybe it is your doctor, a lawyer or maybe the telephone repairman or the mailman. Below, write down three of these jobs:

Who

1. _____
2. _____
3. _____

Why Successful

1. _____
2. _____
3. _____

Now, other than those above, name three persons (television stars, athletes, the president) that you think are successful.

Who

1. _____
2. _____
3. _____

Why Successful

1. _____
2. _____
3. _____

Now that you listed them and why you think they are successful talk to them yourself. Ask if they think they are successful and why. Ask them what they like about the job and don't like. Ask them if they would recommend the job to others and why or why not.

HOW DO YOU DO.....

The best way to find out what the people around you are doing is to ask them. There are books, government pamphlets, television shows and movies about working people and the jobs they do. None of these sources can tell you exactly what a job in your area is like, what it offers or what is bad about it better than the person doing it.

So you see someone doing work you think looks interesting. What do you say to him/her? First thing is introduce yourself and ask if she/he has a minute. Here are a few sample questions to ask.

How long have you worked in this?
How long have you worked in this company? (area, state)
Is this an expanding career area?
What are your duties ?
What tools do you need training with?
Do you have to cooperate with others?
What is unusual about this occupation?
Is is dangerous?
Is it challenging? Why?
Is it rewarding? Why?
Did you need any special qualifications?
How much training/education did you need to start?
How would I go about getting this kind of job?
How did you get yours?
Was this your first choice for a career?
What are the advancement opportunities?
What other local employers need your skills?

"A non job is what a company gives you when you are of no further use. Their message is 'Quit or the company will murder you with kindness.' "
Richard Irish

Are there related occupations that require those skills?
How does this job affect your personal life?
Are there any other good or bad points about your job?

Too bad you couldn't think of anything to ask this person. It's easier than you think. Most people like to take a break to talk about their jobs. You don't have to ask all of these questions, only the ones that interest you.

"Nobody worth his salt ever took an existing job." Peter Drucker

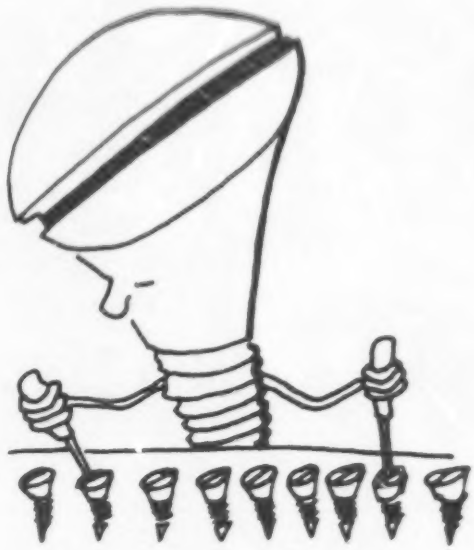
YOU ARE WHAT YOU DO

You've taken a look at those persons you think are successful. How did they get there, was it hard work, luck, or did their fathers leave them money? It could be any of these things but most of the time you will find it was good decision making. You can make good career decisions by looking over the job market, finding the jobs you would like to do and the ones you know you can do and by looking over your skills. You have to know all this so you can tell others why you should get a job and why you think you will do well at it. In other words, you must believe in yourself; if you don't no one else will either.

It may seem hard to believe but you become your job. If you don't believe it then introduce someone new to a friend. Chances are the first thing he or she will ask is, "What do you do?"

If you become your job then your job should become you. If you are unhappy, unfullfilled, bored, irritated by what you do, you can't leave it at work. You come home mad and either take it out on your family, get drunk, kill time or just watch TV to forget it all.

If you want to enjoy working, like the people you consider successful then you must choose your work wisely. Take yourself and potential jobs seriously. Remember the definition of a career as "Something one lives to do, not what one does to live."



YOU BECOME YOUR JOB

"You've got to know what it is you want, or someone is going to sell you a bill of goods somewhere along the line that can do irreparable damage to your self-esteem, your sense of worth and your stewardship of the talents that God gave you." R. N. Bolles

WORK VALUES

Now that you have found some of the things you expect from where you live, what do you expect from your work? Some people want money, some want power and some just want to help other people. Which one of these would a doctor want most? The president? A teacher? You?

If you can't think of the things you want a job to give you, or you want to know others then fill out the following form:

This list describes a wide variety of satisfactions that people obtain from their jobs. Look at the definitions of these work values-using the scale below, rate the degree of importance that you would assign to each for yourself.

1 = Not important at all
2 = Not very important
3 = Reasonably important
4 = Very important in my career choice.

.....**Security**:Be sure of keeping my job and a reasonable finanial reward.
.....**Fast Pace**:Work in situations where there's a high pace of activity, work must be done rapidly.
.....**Recognition**:Be known for the quality of my work in some visible or public way.
.....**Excitement**:Have work where things are changing rapidly and/or I can get emotional about.
.....**Adventure**:Have work duties which involve constant risk-taking.
.....**Profit, Money**:Making and/or saving large amounts of money or other material gain.
....**Independence**:Be able to know the nature of my work without suggestive direction from others; not have to do what others tell me to.
.....**Moral Fulfillment**:Feel that my work contributes suggestively to a set of ideals which I feel are very important.
.....**Location**:Find a place to live (town, geographical area) which is helpful to my life styles and affords me the opportunity to do the things I enjoy most.
.....**Community**:Live in a town or city where I can get involved.
.....**Physical Challenge**:Have a job that makes physical demands which I would find rewarding.
.....**Time Freedom**:Have work responsibilities which I can work at according to my own schedule; no specific working hours required.

.....**Help society**:Do something to improve the world I live in.
.....**Help others**:Be involved in giving aid or comfort to others, either individually or in small groups.
.....**Public contact**:Have a lot of day to day contact with people.
.....**Work with others**:Have close on-the-job relationships with a group;work as a team toward common goals.
.....**Affiliation**:Be recognized as a member of a particular organization.
.....**Friendships**:Develop close personal relationships with people as a result of my work.
.....**Competition**:Do things that pit my abilities against others in a win-or-lose situation.
.....**Make decisions**:Have the power to choose courses of action, policies,etc.
.....**Work under pressure**:Work in situations where time pressure is common and/or the quality of my work is judged by supervisors, customers or others.
.....**Influence people**:Be in a position to change attitudes or opinions of other people.
.....**Work alone**:Do projects by myself, without very much contact with others.
.....**Knowledge**:Use myself in the pusuit of information, truth and/or understanding.
.....**Intellectual status**:Be regarded as a wise person or as one who is a true expert in a given field.
.....**Artistic creativity**:Use imagination in writing,painting, drama, sculpture, etc.
.....**Aesthetics**:Be involved in studying or appreciating the beauty of things, ideas, etc.
.....**Supervision**:Be precisely responsible for the work of others.
.....**Change and variety**:Have work responsibilities which often change in their content and setting.
.....**Precision work**:Work in situations with little allowable error.
.....**Stability**:Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.

WHAT DO I DO NOW?

Everyone is faced with some routine decisions during their day. Some of those decisions are made for us, others we just don't give much thought to, we just respond automatically.

Take thirty seconds and try to think of your day. What decisions have you made so far??????

Did you remember to include your first decision: whether or not to get up? How about to eat breakfast or just have coffee? And the last one you make: Whether to go to bed?

In the space below write down five decisions you make besides getting up and going to bed. They can be this automatic type or they can be decisions you have to think or study about.

Decision	rating

How do you rate these decisions? You'll do that at the next WORKshop session.

"You only live once,
But if you do it right
Once is enough."

"A CAREER IS SOMETHING YOU LIVE TO DO, NOT SOMETHING YOU DO TO LIVE."

"A CAREER IS SOMETHING YOU LIVE TO DO NOT SOMETHING YOU DO TO LIVE "

Look at the above statement. Does this describe the job you have or the jobs you have had in the past? A career job should give you the feeling that you are going somewhere.

"Working in the steno pool is a grunt job; but it can lead to the foyer of the executive suite, if my objective is line management. If I have no objective, working in the steno pool is a dumb job."

Richard Irish

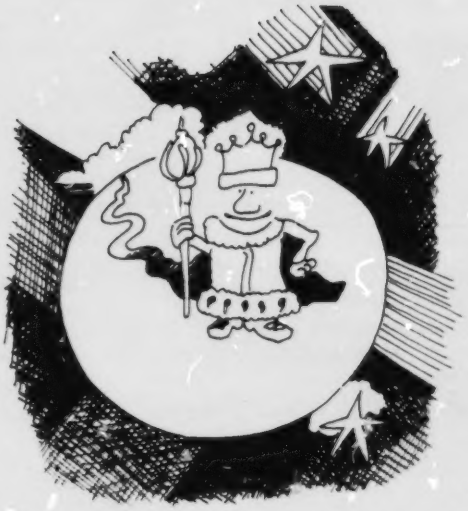
Careers have goals attached. Jimmy Carter wanted to be president, that was his goal, but he had other goals before that. He first wanted to run for the legislature, then the governorship of Georgia. Even his leisure time was spent on his goal; Reading seven to ten books a week.

You can probably think of other famous persons with a career goal in mind who had other smaller goals or steps in thier careers. What actions did they take to achieve their goals?

A career person may want to learn a skill or trade well in order to become a master craftsman, the foreman at a plant or the fastest, safest pieceworker in the plant. Whatever direction your working life takes you should try to make it your decision and a step towards your goal.

A self-made millionaire once said, "Most people are too busy earning a living to get rich." There are a lot of riches, besides money, to be had from a career job, but most people don't know how to get them. You found some of those values in the past exercises. You will now find the skills you have and the ones you should develop to help you get your career goal. Knowing your values and your skills are the first two bits of information you need to get your career job and get the most out of it.

YOU ARE A SUCCESS



Everyone has things he or she did well, was proud of, or was complimented on by someone else. What you are going to do now is find those things and the skills you used to do them.

Think of your life in chunks: ages 1 to 15; 15 to 20; 21 to 25; 26 to 30; 31 to 35 and so on. Take each chunk and think of at least one accomplishment for it; until you have ten.

Examples: "I talked the boss into a raise."
"I organized a dance for my snowmobile club."
"I learned to play the guitar."

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Now that you have written your successes down, sit back and think. Think about how you felt when you were organizing that dance or learning the guitar, and then think about how you felt when it all came together. Imagine you are back there doing it. What did you learn or what skills did you use. Here is an example:

Playing the guitar: I learned to read music, stayed with it even though my fingers hurt, practiced every day, decided to organize a neighborhood band.

Skills: persistance, scheduling time, know music, organization

If you can't think of any skills there is a list of 30 possible ones on the next page. See if any of those are yours; don't be shy about writing down ones you think of yourself. Use the space below and another sheet of paper if necessary.

SKILLS YOU MIGHT HAVE

Artistic	Running office machines
Design	Typing
Planning	Shorthand
Training people	Acting
Writing	Teaching
Keeping records	Handling money
Supervising	Keeping books
Organizing projects	Making decisions
Doing inventory	Selling
Scheduling	Solving problems
Public relations	Observing
Working with employees	Learning
Managing a business	Teaching
Taking a survey	Helping

"In looking for a job or in hiring others, concentrate on the flair factor-what is the job holder really being hired to do."

IF YOU TOOK ALL THE CRAP
I LEARNED IN HIGH SCHOOL
IT'S A WONDER I CAN THINK AT ALL."
"KODACHROME"
- PAUL SIMON

Brace yourself. We're going to talk about your education. Like it or not your days in school left you with something. They can also give you some good clues about what you like... or what you wouldn't like.

Relax, sit back... and think.

What teachers did you like the best? The least?

Why?

What subjects did you enjoy the most? The least?

Why?

Did you do any extracurricular activities that might be important in looking for a job?

Okay, it's all over.

Taking what you came up with about your days in school what would you like to change?

Are there courses you thought were not going to be useful that you would like to take over?

Maybe you want to pick up a college degree (or a high school diploma.)

Will it really add up to something when it comes time to start your career?

WHAT HAVE I DONE FOR ME LATELY

Bill Jones was working at the same old thing one day. He had just been thinking it would be nice to do something different. Mr. Bumstead, his boss, come up to him. "Bill, I need someone to give a speech to a few new workers. I know you have never done this but I was wondering if you would like to try."

Bill was hit with two emotions. One was something jumping up and down inside of him "Yes,I can do it!" The other was doubt, since he had not spoken in front of a group since he was in school.

Bill had no time to think about public speaking, he had to give his answer right away. What would you have said? How much time would you need to decide?

Right now take some time and go through the abilities below. if your job involved each of these, how well do you think you would do? Rate yourself on this scale:

1 = No ability at all, not interested.
2 = No ability, but would like some.
3 = Some ability -- perhaps average.
4 = Above average ability.

When evaluating your abilities, do not compare yourself with any particular reference group such as friends, fellow workers, the general population, or such. Just rate yourself according to your best estimate of what you can do.

Self Rating **VERBAL PERSUASIVE**

..... **Writing**: express myself well on paper.

..... **Talking**: good at conversation with friends or strangers.

..... **Speaking**: able to deliver a talk or address to an audience.

..... **Persuading**: able to convince others to believe something that I said was true.

..... **Selling**: able to convince others to buy a product.

..... **Dramatics**: able to represent ideas or stories in a play.

..... **Negotiating**: able to bargain or discuss with a view toward reaching agreement.

INVESTIGATIVE

..... **Scientific curiosity**: ability to learn scientific facts and investigate events which may lead to such learning.

..... **Research**: gather information in an orderly way for establishing certain facts or principles.

..... **Technical work**: work easily with practical, mechanical or industrial aspects of a certain job, craft or science.

MANUAL-PHYSICAL

..... **Mechanical reasoning**: able to understand the ways that machinery or tools work and the relationships between mechanical operations.

..... **Manual dexterity**: skill in using one's hands or body.

..... **Spatial perception**: able to judge the relationships of objects in space, to judge sizes and shapes, handle them mentally and see the effects of putting them together, or of turning them over or around.

..... **Physical stamina**: physical resistance to fatigue, hardship and illness.

..... **Outdoor work**:familiar with the environment in gardens, parks or other places outside of a building.

CREATIVE

..... **Artistic**: skillful at painting, music, sculpture or other creative efforts.

..... **Imaginative with ideas**: able to create new ideas and forms with certain physical objects.

WORKING WITH OTHERS

..... **Supervising**: able to watch, manage or direct work of others.

..... **Teaching**: able to help others learn how to do or understand something; able to provide knowledge or insight.

..... **Coaching**: able to teach, or train an individual to improve his or her performance in a certain subject area.

SOCIAL

..... **Socail ease**: relate easily in situations which are chiefly socail in nature; i.e. parties, receptions, etc.

..... **Deal with public**: relate with people who come to a place for information, service or help including (many different) people.

..... **Good appearance**: dress neatly and appropriately for a variety of situations or occasions.

..... **Deal with negative feedbacks**: able to cope with criticism.

NUMERICAL

..... **Computational speed**: able to handle numerical data rapidly without the help of a mechanical device, showing considerable accuracy in the process.

..... **Work with numerical data**: comfortable with large amounts of quantitative data, gathering, explaining, showing such data.

..... **Solve quantitative problems**: able to reason quantitatively so that problems having numerical solutions can be solved without the help of a computer or other mechanical equipment.

..... **Computer use**: able to use electronic computers to solve quantitative problems; knowledge of programming, computer features, etc.

MANAGERIAL

..... **Organization and planning**: able to develop a program, project or set of ideas through systematic preparation and arrangement of jobs working with the people and resourses necessary to put a plan into effect.

..... **Orderliness**: able to arrange items in a neat, regular fashion so that such items or information can be readily used and reused.

..... **Handle details**: able to work with a great variety and/or volume of information without losing track of any items; comfortable with small informational tasks that are part of the larger project.

..... **Make decisions**: comfortable in making judgements or reaching conclusions about matters that require specific action; able to accept the responsibility for the effects of these actions.

Of the abilities you have, which do you believe describe your greatest strengths? Refer back and list those you found were your strong points.

WHAT DO YOU LOOK FOR IN A JOB?

Look through the following list. Place a + next to things you hope to find in a job, and put a 0 next to the things you do not look forward to. Then rank order the five most important things you hope to find and do not hope to find.

1. long hours ....
2. be your own boss ....
3. make a lot of money ....
4. work with other people ....
5. same duties every day ....
6. chance to be alone ....
7. do many different things ....
8. respected by other people ....
9. use your imagination ....
10. make important decisions ....
11. sell things ....
12. travel ....
13. be a leader ....
14. always having to solve problems ....
15. talk to many people ....
16. constant mental challenge ....
17. feel you helped other people ....
18. many responsibilities ....
19. take a number of risks ....
20. doing a lot of writing ....
21. using a lot of math ....
22. reading many things ....
23. working with your hands ....
24. constantly changing jobs ....
25. authority over others ....
26. work on something until it is perfect ....
27. are one of the gang...
28. add beauty to the world ....
29. job does not take away from your free time ....
30. have a good place to work ....
31. make something everyone thinks is a good product ....
32. make something people could not do without ....
33. have freedom ....
34. always told what to do ....
35. can be yourself ....

"For every job there is a flair factor, a vital talent, skill, capacity... without which no candidate...can succeed on the job.
A college president MUST be an accomplished fund-raiser and grantsman; a production typist MUST by a 150 wpm whiz; an investigative reporter MUST be persistant and nosy; a politician MUST be an affably mendacious mendicant." **Richard Irish**

JOBS, JOBS, JOBS, JOBS, JOBS.....

There are over 14,000 job titles listed in the DOT (Dictionary of Occupational Titles). That is a lot of jobs. It could get very confusing looking them all over to find the work you want to do. To simplify things a bit, we have listed some job areas. Look them over, then check the ones that appeal to you.

COMMUNICATION & MEDIA

journalism
photography
sign painting
advertising
radio / television

AGRI-BUSINESS; NATURAL RESOURCES

forestry & logging
fire control
sawmill operation
mining & quarrying
agricultural supplies & mechanic
veterinarian

CONSTRUCTION

architecture
interior design
heavy equipment operation
cabinet maker
electrician

HEALTH OCCUPATIONS

medical illustration & photography
first aid & rescue services
dental care
pharmacy
nursing

MARKETING & DISTRIBUTION

retailing
mail order selling
display
warehousing
insurance

TRANSPORTATION

local transit
highway transportation
aviation
pipeline transmission
water transportation

MANUFACTURING

materials handling
assembly line operator
quality control
experimentation & testing
machine operator

PUBLIC SERVICE

education
law enforcement
defense
postal operations
public health

CONSUMER & HOMEMAKING RELATED OCCUPTIONS

food demonstration
clothing alteration
dry cleaning
product testing
upholstering

ENVIRONMENT

soil management
waste disposal
pest & varmint control
water sanitation
industrial safety engineering

FINE ARTS & HUMANITIES

painting
musical composition
dance
dramatic arts
stage set construction
filming
historian

MARINE SCIENCE

boat or vessel operation
navigation
marine biology
commercial fishing
seafood inspection
fish hatching, raising

PERSONAL SERVICES

weight contol
massage
barbering
mortuary service
household pet services

BUSINESS & OFFICE

bookkeeper
computer programmer
secretary
stenographer
office machine operator
clerk

HOSPITALITY & RECREATION

ski area operation
restaurant operation
museum & libraries
coaching
travel agent

Add any other jobs or ideas for jobs that come to you in the space below.

"There are more grunt jobs than growth jobs- both kinds can be dumb jobs-it is in the mind of the job holder."

Richard Irish

LOOKING FOR SPACE

Now that you have looked over all those jobs you can see why it is hard to find the job you want. Some people start out with a specific job goal and end up working in a job they don't like. Their job is never advertised so they begin to look for anything.

"I'm a carpenter." (first day)
"I'll take anything." (fourth week)
"I guess nobody wants me." (tenth week)

Those statements were made to an employment interviewer at different times. The fellow finally found a job after he was unemployed for 26 weeks - a half a year. He missed a job working a wood lathe because he didn't tell anyone he could do it. He also missed a job as a handyman becaused it called for other skills he had but never told anyone about.

What you are going to do now is find out what jobs you have done for yourself, are interested in and would want to do for a job. The more you are interested in, the more jobs you will have to choose from.

Look back at the job lists. Find the job areas you checked. Write them below:

_____

_____

Now list the top four in order:

1._____

2._____

3._____

4._____

In his book "Slaughterhouse-Five", Kurt Vonnegut talks of a planet called Tralfamadoure and the beings that lived there. This race was able to see all points in time; to look at themselves and the universe as a complete line of changing objects. People were a continuous line, growing from naive youngsters to befuddled oldsters.

Perhaps we would all be much richer, much better off if we could see ourselves completely How much more would we realize if we had our past visible to us? Perhaps we could avoid our old mistakes and make better decisions for the future.

You are about to look at your past. We'll get around to your future later. You are going to look at you as an active, skillful person with something to offer others. That is you, right? You'll see.

For now we'll concentrate on the past 12 to 15 years. You can see them stretched out behind you as plain as day. During those years you have grown and changed as a person. You don't look like you did back then and you don't think the same way either.

What were the changing points in your life? Perhaps when you entered high school or college or when you graduated? When you got your first-or fourth-job or when you left it? When you got married or divorced, your first child? There must be quite a few.

12 years ago — You are here — 15 years from now

X _____ O _____ X

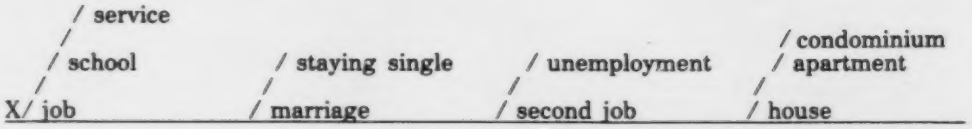
Step 1.

On the line below mark and write in the BIG EVENTS of the past 12 or 15 years.

Then X _____ X Now

Step 2.

When you have finished writing in the BIG EVENTS think about the options you had at the time. Could you have gone to school instead of work or the service instead of the other one. Maybe you could have gotten a job instead of becoming a wife or mother; maybe any or all of these. On another line below write in your big decisions with the possible choices.



Then X_____X Now

Step 3.

Look at your decision line. Why did you decide as you did? What influenced your decision?

Step 4.

Are you satisfied with the outcome of each decision? Place a + or — below each one depending on how you see the outcome.

Step 5.

Could you complete a life line of the next 15 years of your life? Where would you draw the line?

When most people think of a career they think of doctors, lawers--the professional people. So before we talk about your career goal, plan, or job, let's see what a career is.

The dictionary defines it as:

CAREER: A specific course of action or occupation forming the object of one's life.

Does that help?

How about looking over the careers of a mechanic, a salesman and a policeman. Each of these persons has a goal in mind. Their occupations right now are the first steps to achieving that goal. If they make it, here are their plans.

Mechanic ---- Head mechanic ----service manager ---- station owner

Salesman ---- Sales manager ---- district manager ---- Store owner

Patrolman ---- Lieutenant ---- Captain ---- Chief

Each of these careers was charted ahead of time. These persons thought of the **kind** of career they wanted; the **first job** they could get; the **experience** they needed **first** and would get **on the job**; and finally the job they wanted as a **goal** and **why** they wanted it.

The last part is **very important**, remember that while doing the exercises in this book. Think about why you want that career goal. Your reasons will become your goals when you get the job.

So, a career plan leads to a career goal job. Make sure you have reasons for taking each job. Each job should add to your skills, making you ready to take on the next job.

GIVE YOUR JOB A CHANCE.

Experts say that most job changes come every five years. You shouldn't expect to go to your next job before that time. You might, but don't expect it.

AND DON'T GIVE UP

Col. Sanders retired at 65, but couldn't sit at home and do nothing. He opened a little restaurant. People discovered he made the best chicken they ever tasted. By the time he was 70, the colonel was worth millions and was a celebrity. You see, it's never too late.

The career person takes time to study his choice. Take some time now to get on track. It could save you from frustration, long unemployment and taking a job just to start bringing in money.

"Entrance requirements are a result of the labor union mentality. Bad jobs are notoriously protected by a thicket of regulations."

Richard Irish

STANDING IN YOUR WAY

Indicate which of these things might hinder your taking action on your career plan and in what way.

____Anxiety_____

____Family responsibility or considerations_____

_____

____Consequences_____

____Lack of understanding on part of others_____

_____

____Emotions blocking reality_____

____Insecurity_____

____Unselfishness_____

____Fear_____

____Fear of deciding_____

____Laziness or inertia_____

____Wavering_____

____Dependance on others _____

____Lack of confidence_____

____Failure to stick with a choice to see if it works_____

_____

____Guilt_____

_____

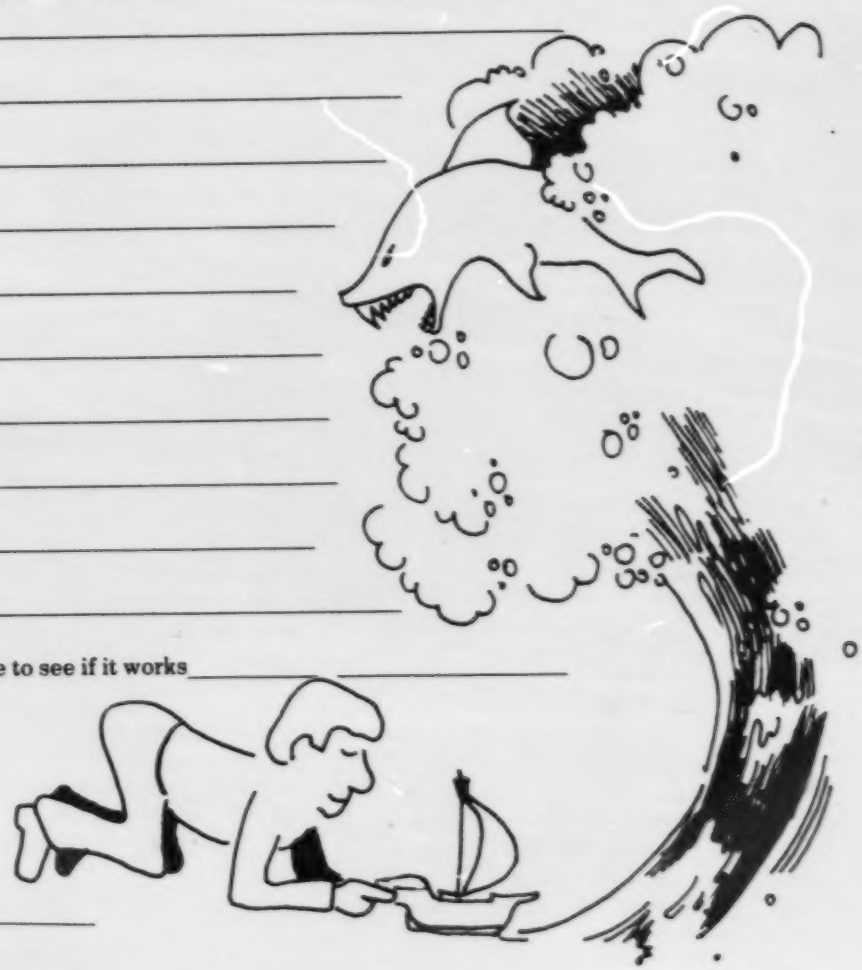
_____

____Uncertainty_____

____Being overwelmed_____

____Responsibility vs. desire vs. capabilities_____

_____



____Lack of long-range objectives_____

____Finances_____

____Fear of failure_____

____Need to succeed_____

____Ambivalence_____

____Frustration_____

____Time_____

What are some other things that keep you from taking action?

_____

_____

****

TRYING OUT SOME JOBS

By now you should have looked at yourself-your skills,values, etc. and have thought about different areas of work. Now put yourself in other peoples'shoes, try on some jobs in your mind, see if they fit you. Do it now before you take a job just because it is available. For some that is the reason they are in a job they hate. This does not have to happen to you!

Look back at the success persons you listed;if you could do any of the six jobs you listed which one would it be? Write it in the space below.

My success

My success

My success job:

Why that job? Check your values sheet;which ones does it satisfy?

Which of your skills does it use?

Why aren't you doing that job?
Do you need other skills, more education, or you never thought of it before? Which one? Write down your reasons:

Are there similar jobs you could do?

Now think of two other jobs you would like to do or that would make you feel successful. Use your success list or use other jobs if you want to. After you write them down, ask yourself the questions above.

1._____

2._____

"There are over a million NEW jobs each year- that is jobs that didn't exist last year."

IF I WERE A CARPENTER II

Go back to the Jobs,Jobs,Jobs,Jobs...section of this book. Look at the career areas you checked. Do they still interest you? Think about each again, then below write the four you would most be interested in:

_____

_____

Now arrange them in order of your interest. Take the one you like most as number one. In a few minutes write down all the jobs you can think of in this career area. Then do the same with the rest.

WORKshop summary sheet

The next two pages will give you a chance to compactly state what you have found out about yourself as a job hunter while going through this book and program. This is your chance to 'put it all together.' It will help you select the career areas in the 'Carpenter II' section and will give you the basis for the career chart that follows. Hopefully you will refer back to it when you prepare your resume and get ready for a job interview. It will also make a quick reference when you have to make your next career decision.

I. What I want from life:

II. Success is:

1.
2.
3.
4.
5.

III. My work values are:

1.
2.
3.
4.
5.

IV. My strongest skills are:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

V. The skills I need or want to improve are:

1.
2.
3.
4.

VI. This is holding me from my decision:

1.

2.

3.

VII. Things I want in a job:

1. 4.

2. 5.

3. 6.

VIII. These 10 career areas would fill these needs:

CAREERS		NEEDS
1.	a.	b.
2.	a.	b.
3.	a.	b.
4	a.	b.
5.	a.	b.
6.	a.	b.
7.	a.	b.
8.	a.	b.
9.	a.	b.
10.	a.	b.

CHART YOUR CAREER

On the chart you see here you will place your career goal jobs in the first column and skills they require in the middle column. The last column is fo your rating of the skills in the "What Have I Done..." section of the book. Let's look at the chart of our mechanic, in the opposite column.

The object is to have a rating of 3 or 4 in each of the skill areas before advancing to the next job on the chart. The mechanic has put his present job goal at the bottom of his chart. His rating of his skills looks as though he is ready for that job now and possibly for the position of service manager. From the "What Have I Done..."section he chose dexterity, mechanical reasoning, and spacial perception as the most important skills he has. He rated himself 4 in each. His rating for the other two jobs is lower, showing he needs more experience before he can advance. He must choose whether he should try for the service manager spot or concentrate on becoming a mechanic. If he thinks he should increase his skill rating as a service manager he can do it either on the job as a mechanic or by going to school while he is working.

Don't forget the resources that have been mentioned and those at the back of this book. While books are good sources, the best and most up-to-date method to get job information is by talking to persons already on the job in your area.

You have now reached the point in this book when you should make some sort of career decision. The next part of this book gives you the tools to carry out that decision. If you need help making your decision ask the WORKshop instructor or a member of your group to help you and don't hesitate to use the program's library. This program is here to help you get on the right track; you should use everything we provide. When you are satisfied with your career choice then you should move on to the "Job Hunter's Guidebook" section of this book.

GOAL JOBS	SKILLS NEEDED	
Garage Owner	a. make decisions b. orderliness c. handle details	3 2 2
Service Manager	a. deal w/ public b. handle criticism c. supervising	3 3 3
Mechanic	a. manual dexterity b. mech. reasoning c. spacial percept.	4 4 4

It's your turn now. You have all the information you need to make a decision. You have looked at yourself, investigated career areas and jobs in those areas. You have seen how one person took all that information and charted his career. With the information you have you can do the same thing. But don't feel you have to put in three jobs; you career may have only one job or as many as you feel necessary.

Take our mechanic, he may find that being a service manager will become his career goal in two or three years. The then has to find goals within that job. They may be as simple as dealing with the public better or as long term as building up the best service record in town.

As you can see, this chart won't make your decision for you. What it will do is make it easier to see the facts. Also, this won't be the last career decision you will make. Having made this decision carefully, systematically and having recorded all the information in this book will make the next decision easier.

DID YOU FINISH THE SUMMARY PAGE ?

If you didn't then you should do so before going on. What follows is for those who know where they are going but want to know the best way to get there. If you can't fill out some of the items on the summary sheet then talk with the WORKshop instructor and review the exercises in this book and in the group sessions.

The kinds of jobs you apply for,get, and do well at will be determined by your "personal make-up" of education, experience, skills, attitudes and personality. You evaluate a job on the basis of all this information and what you like and are good at. That is what the first half of the book has been about; the second half concerns the job hunt and how to make it more effective.

Take time now to think about all the above factors while you have plenty of time. You are going to need to know them when you start looking for work.

State Of Mind

If you think you are beaten,
You are
If you think you dare not,
You don't.

If you'd like to win,
But you think you can't
It's almost a cinch
You won't

For out in the world
You find success begins
With a fellow's will--
It's all in your state of mind.

BEFORE YOU BEGIN
Ask Yourself These Questions:

What do you really want to do in life?
What are your long- and short-range goals and how have you prepared yourself for them?
What are the most important rewards you expect from a career?
What do you expect to be doing in five years?
What do you think it takes to be successful?
What two or three accomplishments gave you the greatest satisfaction?
What do you consider your greatest strengths?
Are you willing to relocate? To travel?

An employer will want answers to these questions. We think you might too. If you did your work in the first half of this book then the answers are right at your fingertips. Take time right now to use that fund of information about yourself to formulate answers to the above questions and these:

Why did you pick our company?
What do you know about our company?
What can you do for this company?

WHERE DO I GO ?

Vermont Job Service-
They offer listings throughout the state. They know what is available in your area, and best of all, they help you free!

Private employment agencies-
They charge a fee, either to you or the employer. They refer you to the jobs advertised with them only, usually professional or office jobs.

Want-ads-
Read them every day--you never know.

Yellow Pages of the phone book-
Try to find local businesses that have jobs in career area. If you are not sure what the company does then ask either the chamber of commerce or Job Service for information on that business.

Friends, relatives..friends of friends,relatives..
Word of mouth is the most effective way of locating and getting the job[s] you want.

Vermont Department of Labor and Industry-
Check with their apprenticeship division, 828-2286 in Montpelier.

KEEP TRYING !

Try other sources than those listed here. If they work don't forget to spread the word to other WORKshop members and job hunters.

VERMONT JOB SERVICE

How to use it to your best advantage.

If you are looking for a specific job or set of jobs (and you will be) then first you will want to look at the Job Bank viewers. These look like television sets, and are usually at the front of the office. On these you will find lists of the current job openings for your area and the rest of the state. Remember, the wider the area you look in, the more jobs you will have to choose from. If you don't know how to use the viewers, ask. That's part of the service your tax dollars are paying for.

If you don't see anything you like then ask to talk to an interviewer or manpower specialist. They are usually busy so be prepared to spend some time waiting; it will be worth it. These interviewers know jobs that may be available soon or that aren't listed on the master viewer and they know the names of people on the inside of businesses that you can contact about jobs.

Check both the viewers and the personnel at Job Service at least once a week. This shows you are interested, and the more interested you are the more interested they will be in you. You are increasing the likelihood that they will remember you when a good opening comes up.

If they do come up with an opening for you make sure you dress for an interview when you go in to talk about it. They have been known to send you right out to an interview.

Your first visit to the office will also include filling out the application form. Make sure you tell the interviewer all the kinds of work you are interested in and why you feel qualified for each. Leave a copy of your resume since it tells more about you than any application possibly could.

"Running an effective job search is easy; it's a wonder more people don't do it."

THE EMPLOYMENT APPLICATION

If you can get this employment monster ahead of time then do so. Take it home the night before an interview and take your time filling it out.

1. Read each question , then think, then write it all out on another piece of paper, then re-write it on the form. Make sure you understand the question. If you have the time, write the wh... ing on a separate sheet of paper before writing it on the form. Print neatly, type it if you can or have a friend do it for you. Try not to scratch out any answers, you took it home so you could do it right and do it neatly.

2. Don't leave any blanks. If the question doesn't apply to you write the letters 'N/A' to let the interviewer know. Don't be afraid to use extra paper if you need it to answer completely.If you don't have a resume this form must tell who you are. If you have a resume you feel answers the question better then write 'See attached resume' in the space.

3. Above all, be honest. One caught lie will eliminate you from a job, even though you are otherwise perfect. You don't have to lie about your past, it is your present skills they will be hiring not your old mistakes.

4. The only sections you may leave blank with no explanation are: the position you are seeking and information as to sex, marital status or age. Don't label yourself in any way. Some of that is law ,the rest just gives you breathing space. Make sure that form is everything you would want it to be. Practice on the blank in this book.

SAMPLE
APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. _____ Height _____ Weight _____

If Related to Anyone in Our Employ, State Name and Department _____

Referred By _____

Last First Middle

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? _____ If So May We Inquire of Your Present Employer _____

Ever Applied to this Company Before? _____ Where _____ When _____

EDUCATION

	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work _____

What Foreign Languages Do You Speak Fluently? _____

Read _____ Write _____

Activities Other Than Religious (Civic, Athletic, etc.) _____
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

(Continued on Other Side)

FORMER EMPLOYERS List Below Last Four Employers, Starting With Last One First

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related To You, Whom You Have Known At Least One Year.

Name	Address	Business	Years Acquainted
1			
2			
3			

PHYSICAL RECORD:

List Any Physical Defects

Were You Ever Injured? Give Details

Have You Any Defects In Hearing? In Vision? In Speech?

In Case of Emergency Notify

Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date Signature

DO NOT WRITE BELOW THIS LINE

Interviewed By Date

REMARKS:

Neatness		Character	
Personality		Ability	

Hired For Dept. Position Will Report Salary Wages

Approved: 1. 2. 3.

Employment Manager Dept. Head General Manager

We have covered the nitty gritty of finding a job. Now you you know where to look, who will help you- both for a fee and for free- and how to fill out the application when you go to get the job. But you knew all that before.

Didn't you ?

And you did all those things and did them right. Then you sat back and waited for the jobs to roll in.

And you sat there.

And you sat there.

And you might still be sitting there.

Look back at the last couple of pages.

That application form- read it over. Is that you? Without a name on it, would you recognize this person just from reading this form.

And those sources of information- didn't you use most of them before ? Which ones worked the best ?

And while you were still sitting there you said to yourself, "There has to be a better way."

You were right.

"Job hunters are salesmen, selling a product they know intimately- themselves."

YOUR NEW FULL-TIME JOB

Dear Job Hunter,

Congratulations !!! You are now a salesman. Your product is...YOU.

What is the secret of selling this product? There are a lot of them:

1. Good advertising--tell the consumer (employer) what this miracle product will do for him.

2. Saturate the market--offer your product to as many possible buyers as you can.

3. A good presentation-- know what you are selling, if you believe in your product, so will theconsumer.

4. Good packaging--a neat, appropriate look says more in a minute than you can.

5. Living up to expectations-- if you do the above, then you have to supply a product that lives up to the buyer's expectations.

BREAKING IN
TO THE HIDDEN JOB MARKET

Most people wait for a job to come to them. They watch the want ads and they see what is advertised at Job Service. That is all right, easy, and will probably get you a job... after a while. But how long do you want to wait for the job... not just a job?

There is a world of work that is never advertised; jobs that are filled by a select group of people. You could be one of this group... if you tried. How many times have you heard of someone getting a job that a relative told him about or that he, "stumbled into." It may have been luck for them but you can force that kind of luck.

Looking for a job is not taking a break from having fun while you are not working. You now have a new full-time job and hopefully it will be very temporary.

How you get started at your new job differs with the kind of work you are looking for. everyone can benefit by talking to people actually doing the job they are looking for. This may lead to a full-time, part-time job, volunteer work, on-the-job training or convince you to go back to school. Talking with business persons and workers is most likely to get you the job you want.

Just as most job-hunters wait for a job to come to them, most employers wait for employees to walk though their doors. Businessmen delight in hiring someone away from another company. They also trust in the advice of other businessmen, or people that work with or for them. That is why your best chance of landing the job you want lies in talking with people who are doing it.

°°°

WHAT IF HE SAYS YES ?

He'll probably agree. Everyone likes to give advice, business people are no exception. You are making him feel like he's an expert. So when he says yes make an appointment for that afternoon or the next morning, while he still remembers what you want.

When you get there remember: **you are the interviewer**. Give him a brief outline of you career goal, you immediate job goal and what you have to offer in education, experience and skills. Ask: the best way to get on-the-job training; school training, job openings in the area and elsewhere; average pay... the things **you really want to know**. If you have some short comings such as lack of experience tell him. See if it presents that much of a barrier. If he says it does ask for his advice. Maybe he has an easy way to pick up experience or knows another job that doesn't require a strong background.

HOW IS THIS GOING TO GET ME A JOB ?

The first (and best) way is he may offer you a job.

Or he may know of other openings right now. If so ask him if he will give you the name of someone to see. Will he let you mention his name? Now you have the name of someone who is hiring plus a good word from someone already in the business.

"The resume will get you an interview; the interview gets you the job."

ALWAYS LEAVE YOUR RESUME !!!

Why? Because who knows, tomorrow he may be talking to another employer who does have a job. Lo and behold the man you talked with says, "Say, I just talked with someone who was interested in breaking into this type of work." Seemed like a good prospect. Tell you what, I'll call and have him get in touch with you.

So, you not only got advice but also a recommendation; all a 15 minute interview. And you weren't even looking for a job at that point. Or were you?

Oh yes. When you get home don't forget to write a short thank you note to the employer for giving up some of his valuable time, it was very informative. Now you are not only interested, sharp, neat and clean, but also polite and a good employment prospect.

DO I NEED A RESUME?

It doesn't matter if you are going to be an electrician, welder, carpenter or lawyer. A **resume will get you more interviews than a job application!**

A resume tells an employer you have thought about yourself and what you want to do. It demonstrates and orderly, organized mind--a good qualification for any job; from writer to pressman. Nearly all employers, personnel managers, and employment service persons say they consider applicants with neatly done resumes over those with hastily scribbled application forms.

What If I'm handed an application

If you have your resume with you or you have already sent one to the employer then do the following:

1. Write your name and address at the top.
2. Fill out only those spaces not already covered in your resume.
3. In the sections that can be found on your resume neatly write "See attached resume."
4. Make sure you hand both the resume, and the application back to the receptionist or interviewer.

The Resume

The resume will usually be your first introduction to an employer. Like the application form it will **not be you**, but merely a **picture** of you. This time **you** will be creating the picture. When you get done you and the employer can look at this paper and see you as a valuable future employee.

A FEW RULES:

1. **Know your audience.**
   Tell your future employer what he'll get if he hired you.
2. **Know your own real skills and accomplishments.**
   Make a list of what you can do (type, run a wood lathe, etc.) and where you learned these things.
3. **Use Action Words.**
   Words like:

trained	supervised	planned
sold	taught	expanded
created	wrote	built

4. **Do it several different ways, then choose the one for you.**
   Look at the samples that follow. Which one lets you see the writer? Use that form for your resume.
   Have someone look at it, check the spelling.
5. **Have someone type it for you.** Get copies printed.
6. **Always:**
   leave a lot of white space; be honest brief and clear; be positive
7. **Never:**
   List your **references**; use technical terms; use **more than two pages**; list religion, failures, marital status or age.

CHECK OUT THAT RESUME

Did you:
- Keep it brief?
- Choose the best words?
- Place the most job related experience/education first?
- List, full and part-time work? Volunteer work?
- There are no gaps in your employment record?
- Get permission from your references?

Did you check?
- English?
- Typing?
- Spelling?
- Sentence structure?

DOES IT SAY WHAT YOU WANT IT TOSAY???

REMEMBER: Never list your references on the resume. On application forms, they may be listed. Add a note on your resume: "References on request." Make sure you have full names and addresses with you. Telephone numbers if possible.

Employers don't usually contact references since most people choose friends or aquaintences who will give a good recommendation. But, if you don't list them the employer thinks you are hiding something.

RESUME FOR JANICE DOE

PERSONAL INFORMATION

Name: Janice Doe
Address: 700 Main Street
Smithville, Texas 00000

Age: 32
Phone No: 713-765-4321

PERSONAL BACKGROUND AND SPECIAL INTERESTS:

I was born in El Paso, Texas and spent my early years through high school in Houston, Texas. I lived and worked in the Dallas area from 1968-1975.

My father owns a Sealtest Milk Franchise that serves the El Pasa area, and my mother is a clerk for Rigely's Men's Store in Smithville. I have on sister who also lives in this area and is a school teacher in Jonestown.

I enjoy tennis as a sport. My hobbies are working in stained glass and furniture refinishing. I have two children. My son is seven years old and my daughter is five years old. My children and I are very happy to be making our home in the Smithville area, near relatives and friends.

MY EDUCATIONAL ACHIEVEMENTS:

Brookings High School - graduated 1960
Houston, Texas
Major: Business

Louisiana State University - attended 1960-1963
Shreveport, Louisiana
Major: Elementary Education

PREVIOUS EMPLOYERS:

Position: Rental Manager - I was responsible for sales; credit checks; scheduling maintenance of a 330-unit apartment complex and a 9-unit shopping center; supervising sales, maintenance and secretarial staff; rental collection; maintaining detailed occupancy and budget reports.
Place of employment: Buffalo Grove Apartment
Buffalo Grove, Texas

Position: Teletype Operator - I was responsible for coordinating box-car shipments for various locations to customers.
Place of employment: Complex Corporation
Plainfield, Texas

Position: Customer Representative - I was responsible for customer relations in the Dallas area. My objective was to insure customer product satisfaction. I was also responsible for training new customers in the use of the copy machine.
Place of employment: Repro Corporation
Fort Worth, Texas

TYPE OF SKILL & LENGTH OF EXPERIENCE	WHERE I OBTAINED THIS EXPERIENCE
training people - 4 years	Buffalo Grove Apartments & Repro Co.
writing reports - 3 years	Buffalo Grove Apartments
keeping records - 4 years	Buffalo Grove Apartments & LSU
supervisor - 4 years	Buffalo Grove Apartments & LSU
scheduling - 3 years	Buffalo Grove Apartments
public relations - 4 years	Buffalo Grove Apartments & Repro Co.
directing procedures - 3 years	Buffalo Grove Apartments
organizing projects - 3 years	Buffalo Grove Apartments
employee relations - 3 years	Buffalo Grove Apartments
inventory - 3 years	Buffalo Grove Apartments
money handling - 4 years	Buffalo Grove Apartments & LSU
typing - 6 years	Buffalo Grove Apartments LSU & Complex Company
shorthand - 1 year	LSU
taking surveys - 3 years	Buffalo Grove Apartments & LSU
ordering supplies - 3 years	Buffalo Grove Apartments
customer relations - 7 years	Buffalo Grove Apartments
operate office machines - 7 years	LSU, Complex Company & Buffalo Grove Apartments
managerial skills - 7 years	Buffalo Grove Apartments

-RESUME-

Personal:
Age: 26
Marital Status: single
Height: 5' 9"

Edward Sullivan
537 Barclay Street
Boston, Mass.

Job Objective

I am looking for any position dealing with the design and manufacture of furniture. I would prefer a position in the midwestern United States.

Education:

South Boston High School - graduate 1968 - academic courses
Lehigh University - Bethlehem, Pennsylvania - BS Industrial Engineering, 1970
finished in the top half of class.

Experience:

1970-71: Traveled extensively in Europe.

1971- Present: White Shoe Company, 1783 Fairlawn Drive, Lawrence, Mass.
I started her as a time and motion study consultant on assembly line operations, reporting to the chief Industrial Engineer. I was promoted to Equipment analysis and purchasing section after one year. In this position I handled several new equipment installations and start ups, and including a 140,000 PPH boiler and solvent recovery system.

In 1973 was promoted to Product Supervisor for a special new line of cork soled deck shoes which were successfully marketed in the U.S. and foreign markets. In this position I was in charge of several junior engineers and a large production staff.

Hobbies: Furniture design and repair
sailing
music

Miscellaneous: Have won severl awards for furniture design.
Finished first in the Hyannis Class E sailboat races.
Fluent in French and Italian.

Dale Smith
125 West 89th Street
New Ycrk, New York 10024

Telephone:
(212) TR6-3878 (Home)

RESUME

Education: Diploma, Southfield High School, 1974

Field of Interest: Fashion

Major Work Experience:

Design

Assisted in the design of costumes for local theater group. Was in charge of costumes for school production of Romeo and Juliet.
Have designed and made own clothes for last four years, and have a good ability to translate design ideas into production models.
Was awarded Mid-Atlantic Design Award for costume designs.

Manufacture

Production coordinator for a small sportswear knitting unit. Have familiarity with basic production techniques and work scheduling.

Selling

Sold clothes in boutiques while in school.
Have good ability to present fashion products and ideas.

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THE COVER LETTER

WHEN YOU SEND A RESUME TO AN EMPLOYER THERE SHOULD ALWAYS BE A LETTER WITH IT INTRODUCING YOU. This letter should make the employer want to read the resume, while the resume is designed to make the employer want to give you an interview. The cover letter takes the place of a personal, introductory meeting with the employer.

A few good rules:

1. Find out the name and title of the person to whom the letter should be sent. Make sure you have the correct spelling and address.
2. Make it **brief**. Mention something about the type of work the company does and your interest in it.
3. State you objective (Why you want to work in the position you are applying for.)
4. Make sure the employer gets a clear impression of why he would be interested in you.
5. Mention a follow-up telephone call to make an appointment for a personal interview.
6. Close with a thank you to the addressee for his time and consideration given to your resume.
7. Call a few days later to ask if your letter has been received and if there is any additional information you can supply. Show your interest and persistence.

THE PERSONNEL OFFICE

The personnel person for a company is the front line of "defense" in the hiring process. They give you a screening interview before you get in to see the people who have the say in the hiring process. The first interviewer you see is there to tell you "no" for executives or supervisors in the company who do not like to do it and/or claim to be too busy to do it. You might be interviewed again, however, this time by the people you were kept away from the first

"The personnel office is the first line of defense in the hiring process."

time. This time you will know that there really is a job at stake, otherwise they wouldn't want to see you. To get that second interview the personnel office **usually** recommends you. **There is a way around this.** That is to talk to the person who does the hiring in the first place- thus going around the personnel office. Right now you are probably saying, 'That's easier said than done. So how do you do it?' Here's how:

An example: A friend tells you about an opening in his or her plant or business. You ask who the boss is. He tells you. Then you ask if he could get you in to see the boss during lunch break or some other convenient time. He says sure. You ask him if the boss is a nice guy and what he thinks of the place in general. If it all sounds good you ask if he would recommend you for the job. He says sure.

That is a good example of going around the personnel office and it happens every day. In a recent survey about the hiring practices of different companies a surprising statistic emerged. Over half of the firms responding said that they got most of their workers through walk-ins or word of mouth (meaning a friend recommended the workers.) Keep in mind that these companies also had the options of advertising in the paper, going through 'job Service, private employment agencies or school programs.

Remember, personnel recommends applicants, supervisors recommend who gets hired. You can cut out half that process and go directly to the hiring person. You say you don't know enough people. If youhave been conducting you practice job hunting safari you know a lot of people- hopefully many of whom work in occupations you are interested in. If you got out tomorrow and did your safari work, talking to just two interesting persons a day you would have 14 potential job contacts by the end of a week; 28 in two weeks;42 in three weeks and so on. Take time during the next week to develop a list of possible job contacts so you can avoid the personnel office and tap into the hidden job market. 'If you just take the 'established' channels in finding a job someone with friends or relatives in a place of business will beat you to the job.

But you still have to be interviewed. You say that is the place where you usually blow a good job. Well that is what we will look at next: 'winning' the interview game without ending up in the middle of a 'snowstorm.'

THE INTERVIEW

For most people this part of their job hunt is the worst. It needn't be-not if you have thought out why you want this job; what you have to offer it and what it has to offer you. You have researched the company so you know what they do and what your part will be in the organization. When you did your resume you learned how to present your skills and experience in the best possible way-on paper. You will now learn how to present all this information in the interview.

The smaller the business the more likely you are to see the hiring person immediately. The larger the company the more interviewers you see; sometimes it may even be a team interview with several persons firing questions at you. You may see everyone from a personnel assistant to the president when you apply at a large corporation. Put personnel person or boss, interviewers are like applicants- each one is different. Each one has his own likes and dislikes, prejudices and preferences. One interviewer may not hire you because you are divorced or separated. He may say to himself "If this guy can't work out his marriage problems how can he possibly help us." Another may be divorced himself and see things differently. "If he went ahead and acted on a problem in his own life he may be just the action person we are looking for," he may say to his superior.

There are other things that may set off an interviewer's prejudices. Do you have long hair? If you are looking for a job running or working near machines, trim those locks well off the shoulders. All an interviewer can see is that wavy hair getting caught in a machine and ruining the firm's safety record.

Got a beard? One interviewer may brand you as a bad worker because of it. Yet he might have a moustache! Another, clean-shaven gent may not even notice.

Some interviewers hire on the basis of the person who held the job last; that's his prejudice- and it's a harder one to fight- he wants someone who is a carbon copy of the last job holder. Your best tactic is to let him know that you are just as capable as the last fellow, but in different ways; that indeed your special

mix of skills, experience and drive are just what he needs to follow the last act that was in this job.

If the interviewer takes a phone call from his wife or partner and they have a fight, or if he is taking so many calls you can't get a word in edgewise, ask for another appointment when he's not so busy. His foul mood or fast pace may cost you the job through no fault of your own. You don't need that! There are enough ways to mess up a job opportunity all by yourself.

So now you know who you are going to meet. He sounds like a real tough customer, just the type you don't want to meet on your interview. You are at his mercy,right? **WRONG!**

Unless you are talking to someone in personnel, interviewing is not an everyday event for the person across from you. Chances are he is just as nervous as you are- maybe more so. Remember, you are a $125 a week or more decision for him and he has got to do it right or he is out a lot of time, trouble and potential profit. He wants to make the right decision in the worst way. He should know what you do about decisions.

It is up to you to control the interview. That's right, you. After you get through reading the points below you will probably know more about this process than he will. Make this an enjoyable,if brief, time for both of you. Smile and look optomistic; look around the office and remark on how nice it looks or how soft and plushy the chairs are- just a little something to break the ice. Try to spent the first few minutes talking about anything but the matter of a job. Remember, you know what you want to find out, bring out and let out. You found out about the company before you got there what you want to find out now is what this job involves.

Here are some interview tips to help you in your mission:

1. Start by finding out as much as possible about the job. Find out what he is looking for. Don't just sit there and wait for him to fire the first question.
2. Now that you know what he is looking for, feed your experience back to him exactly in the terms he just described the job to you. He has been giving you the blank picture of an employee and now you must fill in the blanks you.
3. Don't be afraid to consult your own notes or resume. When you get a chance, refer his question to your resume, where you have answered it more fully.
4. If possible, bring samples of your work.
5. Suggest ways the interviewer could verify skills, experience by bringing up the names those you worked with or under or people with whom you had regular contact.
6. Anticipate his possible negative comments by emphasizing your good points early in the interview.
7. Ask him if there are any other questions you could clear up in his mind or other information he might need. Make sure he knows you are really interested and enthusiastic about working there;that you are sure you are the best candidate and want him to realize it also.
8. Try to set a time or date for a decision or another interview.

MUSTS TO AVOID

Here are some resons interviewers give for not selecting applicants. Read them over; if any of these have been your mistakes, don't do them again. They are listed in order of importance.

1. **Sloppy or unsuitable appearance**
   Your appearance says a lot about you. Be neat,clean and get off on the right foot.
2. **Late arrival or failure to appear**
   Not only should you be on time but be ten minutes early. Show you are interested.
3. **Attended with a friend**
   If someone brings you, have him or her wait in the car. The buddy system doesn't work when you are trying to get a job. This is the time when you have to stand on your own two feet.
4. **Not sure the kind of job wanted**
   Tell the employer your job goals. Make sure he knows all your skills and the ways you want to apply them. Be careful not make him think you have no idea what job you can do or would be interested in.
5. **Wages asked were unrealistic**
   You probably won't make $10,000 your first year on the job. If asked, you should have a figure ready. Make sure you can explain how your skills and experience add up to that salary. Show how you have grown in all your jobs. Length of time means nothing salarywise. You may have ten years of experience or one year ten times over.
6. **Lack of training and education**
   You should be taking care of this one already If you think the employer is being unreasonable about your training or skills, you didn't want to work for him anyway.
7. **Seemed overly nervous**
   A little nervousness helps, it indicates you are interested and care about how the interview turns out. Take a couple of breaths, don't shake so much you spill the coffee offered you. Don't chew gum, tap your fingers or smoke to relax. You don't have to, you know who you are, what you can do and what you can offer this employer. Now,**what can he offer you?**

LET ME ASK YOU THIS....

Work up answers to these possible questions:

How do you react to tension and stress?
What have you learned about the way you work from your past jobs?
Are you a self-starter?
What do you do in your spare time?
Are you happier working alone or in a team?
What did you enjoy most or least about your last job? Why?
What can you do for this company?
What makes you think you will do well at this kind of job?

HOW TO HANDLE PROBLEM QUESTIONS

Be yourself and be natural-don't make your answers too pat. Be polite, don't get angry. He may be testing you-losing your cool could lose you the job. Most important jobs involve taking criticism or handling disagreeable people;keep that in mind. Do not make excuses for yourself. Explain that you made some mistakes but, like your successes you turned them into learning experiences. Always present yourself positively.

By law you are not bound to answer questions about your age or sex. If asked questions like this or about your marital status there are suggested answers. You could say that you know you don't have to answer it but since you know he won't hold it against you... Or you could say that you don't understand, does this worker have to be a certain sex;married (single) or age? If he says they are looking for someone older or younger because they have found that kind of a person works out better you answer is: "I'm sure you have in the past but I'm also sure that I would also fit in."

Try to get clarifications to other bad news responses such as:

We don't hire from this office.
We don't have any jobs just now.
We need someone with more experience.
We will get back to you.

SOME HELPFUL HINTS

Write down the dates of all telephone calls, when you sent the resume and other job hunting related activities.
Keep track of who you sent resumes to and what kind of response you got.
Write down the dates of your interviews and the persons to see on the next worksheet. After the interview enter you reaction and what the final outcome was. Make notes on improving your interviewing techniques.
Write down the dates you sent "Thank You" notes to interviewers.
Write down the names of all persons who could be possible job contacts and check in with them regularly.

Keep track of everything you do or plan to do in your job search. If you listed organization as one of your skills on your resume, now is the time to prove it. If you don't write everything down, you might forget something importatn that will cost you "The" job.

REMEMBER

The more contacts you make each day- each week- the more chances you have of getting a job. The more interviews you have, the more you learn about how to handle them.

You've got a job, now go out and do it !!!

"If you owned your own business you would schedule your time and keep accurate records. You have to do the same thing if you want to run a successful job hunt."

YOUR JOB HUNT SCHEDULE

I. I will start looking on_____

II. I will contact employers each week, with resumes.

I will contact employers each week, by telephone.

I will write follow-up letters each week.

I will try for information interviews each week.

I will try for job interviews each week.

I will spend hours each day developing possible job contacts.

I will start my new job on_____

Month / Day / Year

My five to job targets are:

NAME / ADDRESS / PHONE RESULT

1. _____

2. _____

3. _____

4. _____

5. _____

INTERVIEW WORKSHEET

Date	Company	Person Seen	My Reaction	Suggested Improvement for Myself*

*ALWAYS ASK YOURSELF: Did I represent information in the best way? What did I do well? What did I leave out? What could I have done better? Where did I bomb? What worked? What didn't?, etc. . . .

Sources Of Job Information

The occupational Outlook Handbook
This book lists career fields and jobs, future demand for these jobs, sources of additional information, training programs, and ideas on how to get into the field.

The Dictionary of Occupational Titles
This book contains 10 career areas with job descriptions for over 14,000 jobs. Volume II has information about education, training, and skills needed for these jobs.

Vermont Employment Projections to 1985
This is published by Job Service. It provides a prediction of job openings for about 300 jobs in Vermont. It will tell you whether this is a growing field or if there will be fewer jobs in the future.

Yellow Pages
This is probably the best and most avialable source of job information you have about your area. There are probably some businesses listed here you never heard of. Can they use your talents?

Local Businesspersons
Talk to those persons already working in a a job you are interested in. Many business people will be happy to talk with you and help you in your search. Who knows, if they have an opening later they may remember the name of that person (you) who was asking about openings last week or month.

Some materials in this book wre derived from or inspired by instruments in the following texts:

1. Bishop & Pearson, **Career Direction Workshop Workbook** Career Concepts, Wayland, Ma. 1975.

2. Bolles, R.N., **What Color Is Your Parachute?** Ten-Speed Press, 1972

3. Bolles & Crystal, **Where Do I Go From Here With My Life?**, Seabury Press, 1974.

4. Figler, H.E., **Path: A Career Workbook for Liberal Arts Students**, Carrol Press, 1975.

5. Gelatt, Vanenhorst, Carey & Miller, **Decisions & Outcomes**, College Board, 1973.

6. Scholz, Prince, Miller, **How To Decide** , College Board, 1975.

7. Vernon, Carol, **Career Exploration Workshop Student Packet**, Penn State University, McKeesport, Pa. Campus.

8. Vogelsang, McGuire **Career Education In Burlington, A Handbook of Strategies**, SPACC (Student Plans and Career Clusters), 1976.

It seems as though there is a new self-help / self-fullfillment book published every month. Sometimes the titles will tell you what it is all about but you will probably have to read most of them through to tell if they will be of any worth. To help you out we have included a list of books that have been found effective and enjoyable to read. They are listed under headings to give you an idea of what they have to offer.

JOB HUNTING

Lathrop, Richard, **Who's Hiring Who**, Ten-Speed Press, Berkeley, Ca., $5.95

Djeddah, Eli, **Moving Up, How To Get High Salaried Jobs**, J.B. Lippencott, 1971, $5.95.

Irish, R.K., **Go Hire Yourself An Employer**, Anchor Press, 1973, $2.95.

Dannenberg, Linda, **The Amazing Job Club**, Family Circle Mafazine, Sept. '76, pp.41 ff.

Uris, Auren, **Turn Your Job Into A Successful Career, Simon & Schuster Inc., 1976, $1.**

Making The Most of Your Job Interview, New York Life Insurance, available from agents.

Jackson & Mayleas, **The Hidden Job Market: A System To Beat The System**, N.Y. Times Book Co. $12.

BEING OUR EMPLOYEE

Drucker, Peter F., **How To Be an Employee**, March 1968 issue of "Psychology Today"

Irish, R.K., **If Things Don't Improve I'm Going To Ask You To Fire Me**, Anchor Press.

Reid, Clyde, **Help, I've Been Fired**, United Church Press, 1971, $1.95.

Terkel, Studs, **Working**, Avon, 1975. $2.25.

YOUR SKILLS AND THE RIGHT JOB

U.S. Dept. of Labor **A Handbook for Job Restructuring**, Spt. of Documents, U.S. Government Printing Office, Washington, D.C. 20402, 1970, $.55.

Fine, Sidney, **Nature of Skill: Implications For Education and Training**, W.L. Upjohn Institute for Employment Research, 1101 17th St., N.W., Washington, D.C., 20036.

Holland, John L., **Making Vocational Choices: A Theory of Careers**, Prentice-Hall Inc., 1973, $4.95.

Berg, Ivan, **The Great Training Robbery**, Beacon Press, $3.45.

I ME ME MINE

Maltz, Maxwell, **Psycho Cybernetics**, Pocket Books, $1.75.

A book that, if taken seriously, can help you build up confidence in yourself. It tells you how to make success a habit and get that winning feeling instead of falling in to defeatist patterns.

Smith, Manuel, **When I Say No, I Feel Guilty**, Bantam Books, 1975, $1.95.

If you're a push-over who always buys from door-to-door salesman or who can't return merchandise without feeling guilty then this book is for you. It's also useful for handling problem interview questions and on the job problems.

Sheehy, Gail, **Passages**, Dutton, 1976, $10.95.

Dyer, Wayne, **Your Erroneous Zones**, Funk & Wagnalls, 1976, $6.95.

Barker, Raymond, **You Can**, 1966, $.50; available from the author at 14 E. 48th St., N.Y. N.Y., 10017.

This book is short, to the point and worth reading once a week to renew your confidence in yourself.

Harris, Thomas A., **I'm OK-You're OK**, Avon, 1967, $1.95.